

m.i.l.k. – mansang interactive learning kingdom

Note to Parents – iPlay (12-24 months) & iReady (22-36 months)

Registration, Tuition and Withdrawal

- New students may submit the completed application form thru mail, by fax, by email or in person to the selected campus.

m.i.l.k. Causeway Bay	Address: 5/F Capital Commercial Building, 26 Leighton Road, Causeway Bay Tel: 2856 9801 Fax: 2856 9803 Email: admin@imilk.co	
	Opening Hours: *Sunday and Public Holidays: Closed	Monday to Friday: 8:30am – 6:00pm; Saturday: 9:00am – 5:00pm
m.i.l.k. North Point	Address: Shop C-D, G/F, 52-60 Java Road, North Point Tel: 2566 0156 Fax: 2571 5254 Email: northpoint@imilk.co	
	Opening Hours: *Sunday and Public Holidays: Closed	Monday to Friday: 8:30am – 5:30pm; Saturday: 8:30am – 5:00pm
m.i.l.k. @ HKMSKG WD	Address: Shop A, G/F & 1/F, Nice Garden, 513-519 Queen's Road West, Western District Tel: 2336 3232 Fax: 2336 3526 Email: admin@imilk.co	
	Opening Hours: *Sunday and Public Holidays: Closed	Monday to Friday: 8:30am – 5:30pm; Saturday: 8:30am – 5:00pm

- New student is required to pay a one-time registration package of HK\$180, it includes m.i.l.k. apron, handbag, towel box, cup, m.i.l.k. folder and student's portfolios.
- (For iReady students only) Student is required to pay a miscellaneous fee of HK\$650/term. (Suggested storybooks, relevant exercises, arts and crafts materials and etc.)
- Due to limited capacity, upcoming course fee should be paid **3 lessons before** all lessons are finished.
- (For iPlay students only) A maximum of 1 make-up class may be made for enrolled package, regardless of the reason for the absence. Make-up class must be taken within one month of the missed class. If any available make-up class does not fit your child's schedule, the make-up class will be forfeited.
- All fees paid are non-refundable, unless the class is over-subscribed or cancelled.
- A full school fee will be charged even if your child is to leave the school halfway through the month. School fees cannot be calculated or paid on a daily basis.
- For iPlay, student shall be accompanied by one adult only.
- Student's enrollment will base on first come first serve basis.

Tropical Cyclone and Rainstorm Warning

- When there is a tropical cyclone, heavy rain or thunderstorm, we will make the following arrangements:

Situation	Action to be taken
Typhoon Signal no. 8 or above is hoisted 2 hours before lesson starts	Classes will be cancelled
Black Rainstorm Warning is in force 2 hours before lesson starts	Classes will be cancelled
Signals withdraw 2 hours before class	Classes will be operated as usual

- There will be no make-up classes for cancelled classes due to bad weather.

Miscellaneous

- Please inform m.i.l.k. on any changes of personal information.
 - Children should not attend school if they are sick. We may advise him/her to stay and rest at home.
 - Unless otherwise arranged, no class will be held on any public holiday or m.i.l.k. holiday.
 - m.i.l.k. reserves the right to use photos and videos of children and parents/guardians participating in our programmes and/or trainings for curriculum development and/or promotional purposes unless specifically stated on the registration form.
 - For current students who will be applying to Hong Kong Man Sang Kindergarten and International Nursery, students are required to follow the formal admission procedures.
 - For further enquiries, please call **2856 9801** (Causeway Bay) or **2566 0156** (North Point) or **2336 3232** (Western District).
- *m.i.l.k. reserves the right to change the above terms & conditions without prior notice.**

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家長須知 – iPlay 親子班（12 至 24 個月的幼兒）及
iReady 學前預備班（22 個月以上的幼兒）

報名、繳交學費及退學須知

- 填妥之報名表可傳真、電郵、郵寄或親身交回所選擇之校舍。

m. i. l. k. 銅鑼灣	地址：銅鑼灣禮頓道 26 號凱基商業大廈 5 樓 電話：2856 9801 傳真：2856 9803 電郵： admin@imilk.co	
	開放時間： *星期日及公眾假期：休息	星期一至星期五：上午 8:30 至下午 6:00 星期六：上午 9:00 至下午 5:00
m. i. l. k. 北角	地址：北角渣華道 52-60 號地舖 C-D 電話：2566 0156 傳真：2571 5254 電郵： northpoint@imilk.co	
	開放時間： *星期日及公眾假期：休息	星期一至星期五：上午 8:30 至下午 5:30 星期六：上午 8:30 至下午 5:00
m. i. l. k. @ 香港民生幼稚園(西區)	地址：西環皇后大道西 513-519 號尼斯花園 1 樓及地下 A 舖 電話：2336 3232 傳真：2336 3526 電郵： admin@imilk.co	
	開放時間： *星期日及公眾假期：休息	星期一至星期五：上午 8:30 至下午 5:30 星期六：上午 8:30 至下午 5:00

- 所有新生需繳付一次性的報名費 HK\$180，包括 m. i. l. k. 圍裙、手挽袋、茶點用具、學習報告等。
- iReady 學前預備班的學生**每學期需繳交 HK\$650 的雜費，包括故事書、相應的練習本、美勞用品等。
- 所有學生於課程完結前三堂繳交下期學費，逾期者之學位將由後備生補上。
- iPlay 親子班的學生**不論事假或病假，每期課程，可補課一次。補課必須在缺課後的一個月內完成，逾時不設補課。若因個人理由而無法出席補課，則作自動放棄論。
- 除課程額滿或取消外，所有已繳交之費用均不可轉讓或退還。
- 若幼兒於某月中途退學，亦須繳交整個月的學費（學費不能按日計算）。
- iPlay 親子班需由一位成人陪同進入課室上課。
- 收生以遞交報名表先後次序處理。

颱風暴雨警告

- 當遇颱風及暴雨警告時，m. i. l. k. 將作下列安排：

天氣情況	緊急安排
8 號或以上颱風訊號於上課前 2 小時懸掛	課堂將被取消
黑色暴雨警告訊號於上課前 2 小時懸掛	課堂將被取消
颱風或暴雨警告訊號於上課前兩小時除下	課堂將如常進行

- 因颱風或其他惡劣天氣而取消之課堂，m. i. l. k. 將不設補課或退款。

其他須知

- 若聯絡資料有所更改，請盡快通知 m. i. l. k. 。
- 若幼兒身體不適，應在家中休息，避免到中心上課。
- 除特殊情況外，所有公眾假期及 m. i. l. k. 假期暫停上課。
- m. i. l. k. 保留使用學生及家長 / 監護人的照片及影片的權利。若家長不允許以上的條文，請在報名表上明確表明。
- 就讀 m. i. l. k. 的學生，若報讀香港民生幼稚園暨國際幼兒園，需遵循一般報名程序申請。
- 如有查詢，請致電 2856 9801（銅鑼灣）或 2566 0156（北角）或 2336 3232（西區）。

*** m. i. l. k. 保留更改上述條款及條文的內容。若有任何修改，恕不另行通知。**